

**JAIPUR VIDYUT VITRAN NIGAM LIMITED**

No. JPD:PERS:D-III:F. :D. 838

Jaipur,  
July 2, 2010

**ORDER**

Detailed instructions were issued, vide this office order No. JPD/PERS/D-III/F. /D. 106 dated 30.01.01 that all Head of Office shall verify date of birth, recorded in Service Books of employees, working under their control and if any alteration in date of birth is required, then send the case to this office. It was also mentioned in the said order that DOB of any employee should not be altered at the level of Head of Office and in those cases, where DOB recorded in Service Book is having any manipulation/over-writing, the same be sent to this office, alongwith details of officers/employees, who have done manipulation/over-writing.

It has been noticed that the instructions issued, vide aforesaid order have not been complied with properly and such cases, wherein manipulation/over-writing was done in date of birth, recorded in Service Books, are being sent to this office either at the fag end of the service period of the concerned employees or after their retirement for arranging sanction of competent authority. Moreover, neither details of officers/employees, who have done manipulation/over-writing, nor copies of relevant documents are enclosed with the case. Such practice causes delay in deciding the case as well as in settlement of retiral claims of the employees.

It is, therefore, re-iterated that instructions issued, vide aforesaid order dated 30.01.01 should be complied with strictly by all the concerned. The Circle Personnel Officers are also directed to examine the Service Books of all the employees of their Circle and prepare a consolidated list of employees, whose DOB has either been changed or having cutting/over-writing and send to this office, alongwith complete record for arranging approval of competent authority.

By order,

  
(G.R.Sharma)  
Chief Personnel Officer

Copy to the following for information and necessary action:

1. The Chief Engineer ( ), JVVNL, Jaipur.
2. The Secretary (Admn.), JVVNL, Jaipur
3. The Dy.Chief Engineer ( ), JVVNL, Jaipur
4. The Chief Accounts Officer ( ), JVVNL,
5. The Addl.Superintendent of Police (Vig), JVVNL, Jaipur.
- 6. The Superintending Engineer (17202), JVVNL, Jaipur
7. The Executive Engineer( ), JVVNL,
8. The Sr.Personnel/Sr.Accounts Officer( ), JVVNL,
9. The Company Secretary, ( ), JVVNL, Jaipur.
10. The Dy.Secretary( ), JVVNL, Jaipur.
11. The Personnel/Accounts Officer( ), JVVNL,
12. The Assistant Engineer( ), JVVNL,
13. The Public Relation Officer, JVVNL, Jaipur.
14. The Assistant Secretary( ), JVVNL, Jaipur.
15. The PA to CMD/Director(Fin./Tech.), ( & ), JVVNL, Jaipur.

  
(N.S.Nathawat)  
Personnel Officer(Tech.Estt.)

1097 Date 13.2.10  
R.R. No. 1097  
JVVNL, Jaipur